

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP)

## POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Chief of Staff, US Northern Command</b>	<b>2. Auth Grade:</b> 08	<b>3. Effective Date:</b> 30 May 03
<b>4. Headquarters:</b> NORTHCOM <b>5. Reporting Senior:</b> <b>6. Duty Location:</b>  Peterson AFB, CO  Mail:	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>8. Position Description:</b>  <u><b>Duties:</b></u>  Principal advisor to the Combatant Commander (CC) for all staff matters  Principal Assistant to the CC and DC for supervision, direction, and coordination of the combined and joint staffs  Exercises full authority to act upon any and all matters of command interest within the terms of reference provided by the CC  Responsible for the proper development and execution on policy, guidance, and directives  Interacts with the Deputy Commander in Chief (DCINC) NORAD and the Deputy Commander (DC) USNORTHCOM to accomplish command taskings  Directs and coordinates the activities of the staff for the dual headquarters in accordance with the policies and instructions of the Commander  Directs and supervises the staff and ensures all directorate staff actions are coordinated  Facilitates interaction among the two commands' staffs, Component Commands' staffs, DoD, JCS, and other Unified Commands, Services, and other Federal Agencies  Responsible for Command Section administrative activities, including staff tasking and tracking of suspenses  Responsible for preparing and integrating Command Section and staff long-range events calendars and daily briefing schedules  Maintains tasking authority over all assigned staff to include active military, government-employed civilians, Coast Guard, and Reserve Component personnel.  Provides oversight responsibility for every activity in which members of NORAD and USNORTHCOM engage  Coordinates with the Director, Programs, Analysis and Evaluation Directorate, on the management of the CC's Official Representation Funds (ORF) and the commands' budgets  Sets policy and procedures for sponsoring and hosting visitors to the command; monitors activities of Commander's Special Staffs. Provides direct day-to-day supervision of the combined and joint staffs and the following Special Staffs: external agencies, Washington Office, Historian, Command Surgeon, Staff Judge Advocate, Aerospace Analysis, Interagency, and Liaison Officers  Serves as primary point of entry and coordinates staff responsibilities with the following subordinate commands: JFHQ-HLS, JTF-CS, and JTF-6, and Functional Components (ARNORTH, AFNORTH, MARFORNORTH, and NAVNORTH)		

**Position Title:**

Chief of Staff, US Northern Command

**9. Special Qualifications/Requirements/Restrictions:**

Prior command experience required

Duty on major command Joint Staff, Service/National Guard Headquarters and/or Major Command Headquarters desired

Demonstrated knowledge in Homeland Defense, Military Assistance to Civil Authorities, and other domestic security/defense programs

Must be eligible for Top Secret security clearance and access to sensitive compartmented information

This position is a 2 year active duty tour

Must have a minimum of 18 years satisfactory service

Must be able to complete a minimum 2 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD)

Must be medically qualified to enter active duty

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection

Completion of senior service school required